

**RG 64**

**RECORDS OF THE NATIONAL ARCHIVES AND  
RECORDS ADMINISTRATION**

**A1 Entry 1 - Classified Files, 1944-1959  
ARC 654329**

**Filing Plan of July 1944 (with May 1951 Revisions Incorporated)**  
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**00 Miscellaneous**

- 05 Federal Records Council/National Archives Council
- 06 National Historical Publications Commission
- 07 National Archives Trust Fund Board
- 08 Congressional Hearings Concerning NA
- 09 National Archives Act and Legislation

**10 General Management**

**11 Administrative Documentation**

- 11.3 Procedures, General
- 11.5 Registers
- 11.6 Lists of Current Planning and Control Cases
- 11.7 Dossiers of Planning and Control Cases

**12 Official Issuances**

- 12.05 Miscellaneous Authoritative Issuances
- 12.1 Official Circulars
  - 12.15 Stereotypes and Related Handling Schemes

- 12.2 Forms and Related Handling Schemes (general series)
  - 12.25 Forms - Old Series
- 12.3 Forms and Related Handling Schemes (special series)
  - 12.35 Forms - Unnumbered
- 12.4 Manuals
- 12.5 Glossary
- 12.7 Directives of Operating Units
  - 12.75 Manuals of Operating Units
- 12.9 Letters to All Employees

**13 Conferences, General**

- 13.5 Minutes of Discontinued Conferences
- 13.6 Minutes of Archivist's Conferences
- 13.8 Seminar Conference on Archives Administration
  - 13.85 Minutes of Seminar Conference

**14 Program Planning, General**

- 14.2 Functional Breakdown
- 14.5 Research, General
  - 14.52 Research in Administrative History
  - 14.54 Research in Archives Administration
- 14.7 Allocation of Agencies and Records
- 14.9 Employee Suggestion System

- 15 Organization, General**
  - 15.3 Organization Manual
  - 15.4 Intradivisional Organization
  
- 16 Reports and Reporting, General**
  - 16.1 "Activities"
  - 16.3 Quarterly and Annual Reports
  
- 17 Finance, General**
  - 17.2 Budget Estimates and Justifications
  - 17.4 Operating Budgets (including personnel ceilings)
  - 17.6 National Archives Trust Funds
  
- 18 Courtesy Services, General**
  - 18.5 Courtesy Services, Special
  
- 19 Promotion of Non-Federal Archival Interests, General**
  - 19.5 Promotion of Non-Federal Archival Interests, Special
  
- 20 External Work with Records, General**
  
- 21 Records Administration, General**
  - 21.5 Intradepartmental Records Administration Activities
  - 21.7 "Records Administration Circulars"
  
- 22 Records Administration, Special**

- 23 Field Service**
  
- 24 Records Disposal, General**
  - 24.3 Disposal of Menaces
  - 24.5 Disposal to Non-Federal Agencies
  - 24.7 General Schedules
  
- 25 Records Disposal, Special**
  
- 26 Disposal of Records in Custody of Archivist**
  
- 27 Disposal Reports, General**
  - 27.4 Archivist's Disposal Reports to Congress
  - 27.5 Disposal Reports of Congress
  - 27.6 Disposal Reports of Archives Records
  
- 28 Accessioning of Records, General**
  - 28.3 Withdrawal of Records
  - 28.5 Gift Accessioning
  
- 29 Accessioning of Records, Special**
  
- 30 Internal Work with Records, General**
  
- 31 Preservation, General**
  
- 32 Cleaning and Fumigating**

**33 Packing and Shelving**

**34 Rehabilitation**

**35 Protection of Records**

**36 Analysis and Description**

36.5 World War II Guides Project

36.51 World War II Guides Project Inventories

**37 Finding Aids, General**

37.05 "National Archives Accessions"

37.1 Guides to Records

37.19 Record Groups - Lists, Indexes, General Finding Aids, etc.

37.2 Record Group Documents - Registrations, Restrictions, Finding Aids, etc.

37.3 Preliminary Checklists

37.4 Preliminary Inventories

37.5 Staff Information Papers

37.6 Special Lists

37.7 Special Reports on Records

37.71 Reference Information Circulars

37.8 Indexes to Records

37.9 Guides to Finding Aids

**40 Reference Service, General**

- 41    Loan Service**
  
- 42    File Microcopy Program**
  
- 44    Restrictions on Records, General**
  
- 46    Exhibition of Records**
  
- 46A   Freedom Train Exhibit**
  
- 50    Federal Register, General**
  
- 55    Administrative Committee of the Federal Register**
  
- 60    Franklin D. Roosevelt Library, General**
  
- 67    Roosevelt Library Publications**
  
- 68    "Notes Concerning the Franklin D. Roosevelt Library"**
  
- 70    Business Services, General**
  - 70.05   Official Travel
  
- 71    Property, General**
  - 71.1   National Archives Building (Including Fixed Equipment)
    - 71.1.5            Space for Records in National Archives Building
  - 71.2   Nitrate Film Repository, Suitland, Maryland
  - 71.3   Equipment

- 71.4 Supplies
  - 71.45 Stationery Samples
  - 71.46 Standard Forms - Samples
- 71.6 Invitations to Bid

**72 Printing and Processing, General**

- 72.5 Miscellaneous Printed or Processed Issuances (unpublished and unnumbered)
- 72.8 Samples of Material Processed for Others
- 72.9 Issuances of Others Distributed by National Archives

**73 Accounting**

**74 Records and Communications, General**

- 74.1 Records Administration (Internal)
- 74.3 Messenger Service
- 74.4 Telephone Service

**75 Personnel**

- 75.1 Individual Personnel Data for Present Employees
- 75.2 Turnover of Personnel, General
  - 75.23 Recruitment of Employees
  - 75.25 Applications
  - 75.26 Reinstatements (Pending)
  - 75.27 Deferment from Military Service
  - 75.28 Separation of Employees
  - 75.29 Separated Employee Papers
- 75.3 Investigations of Employees, General

- 75.35 Investigation of Employees, Special
- 75.4 Qualifications and Duties of Positions
- 75.5 Job Descriptions, General
  - 75.52 Current Job Descriptions
- 75.6 Efficiency Rating, General
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    - 76.25 "Archiviews"
  - 76.4 Staff Luncheons
  - 76.6 Federal Credit Union
  
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  - 77.8 American University Program
  
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- 80 Facilitating Services Other than Business Services, General**



- 81 National Archives Library, General**
  - 81.5 Library Accession Lists
  
- 82 Public Relations, General**
  - 82.1 Circular Letters to Government Agencies
  
  - 82.2 Press Releases
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  - 82.3 "Notes Concerning the National Archives"
  
- 84 General and Miscellaneous Relations with Federal Agencies**
  
- 85 General and Miscellaneous Relations with Congressmen**
  
- 86 General and Miscellaneous Relations with Non-Federal Organizations and with Individuals**
  
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  - 87.3 Miscellaneous Non-Serial Publications
  
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- 88 Drives or Campaigns (for Red Cross Funds, Bond Purchases, etc.)**
  
- 90 Reimbursable and Reproduction Services**
  
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